

Customer (See Note 1)

CREDIT CARD PURCHASES BY NON-CONTRACTING AND CONTRACTING OFFICE PERSONNEL

Dryden Flight Research Center
DCP-A-007
Revision: B

Objectives:

- to procure products for requesters
- to ensure credit cards are used when possible
- to monitor the procurement process
- to ensure compliance with the Federal Acquisitions Act
- to ensure quality requirements are levied on vendors
- to ensure that hazardous materials are purchased under controlled conditions

Electronically Approved by:
Associate Director

Note 1:

The Customer and the Card Holder may be the same person.

Note 2:

Information Technology (IT) purchase may include one or more of the following:

- computers
- software
- telecommunication equipment

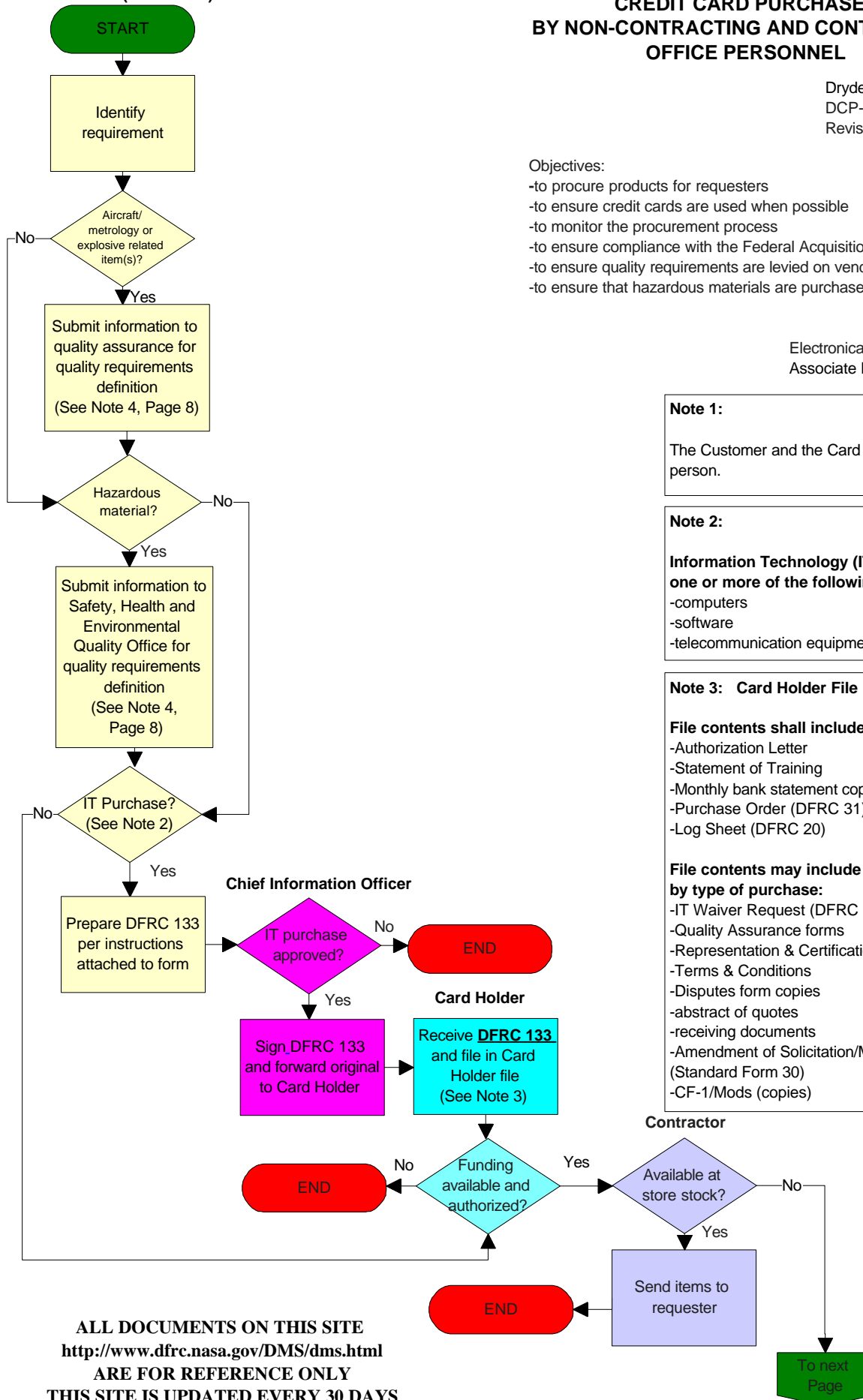
Note 3: Card Holder File

File contents shall include:

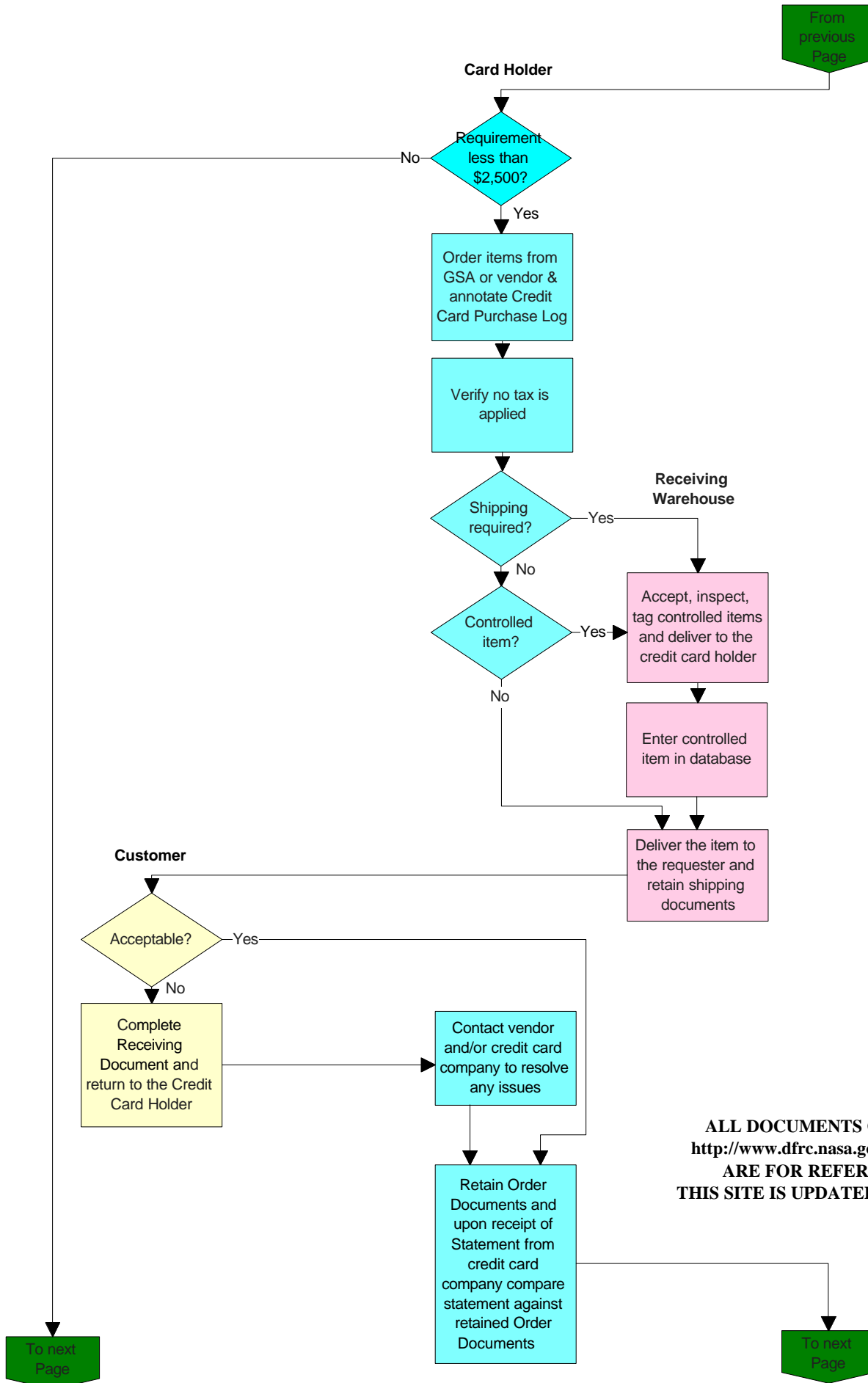
- Authorization Letter
- Statement of Training
- Monthly bank statement copies
- Purchase Order (DFRC 31)
- Log Sheet (DFRC 20)

File contents may include the following as required by type of purchase:

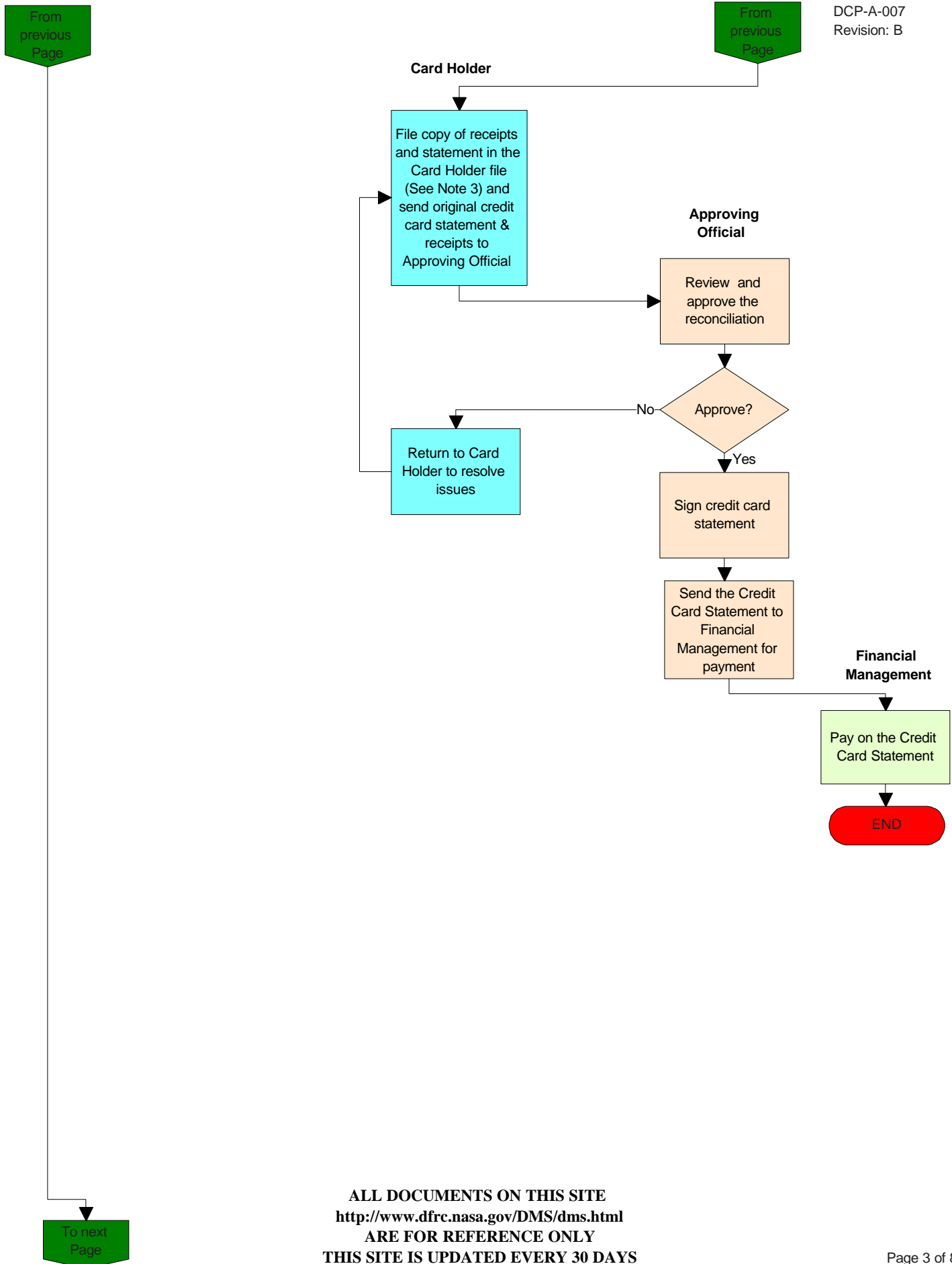
- IT Waiver Request (DFRC 133)
- Quality Assurance forms
- Representation & Certifications
- Terms & Conditions
- Disputes form copies
- abstract of quotes
- receiving documents
- Amendment of Solicitation/Modification of Contract (Standard Form 30)
- CF-1/Mods (copies)

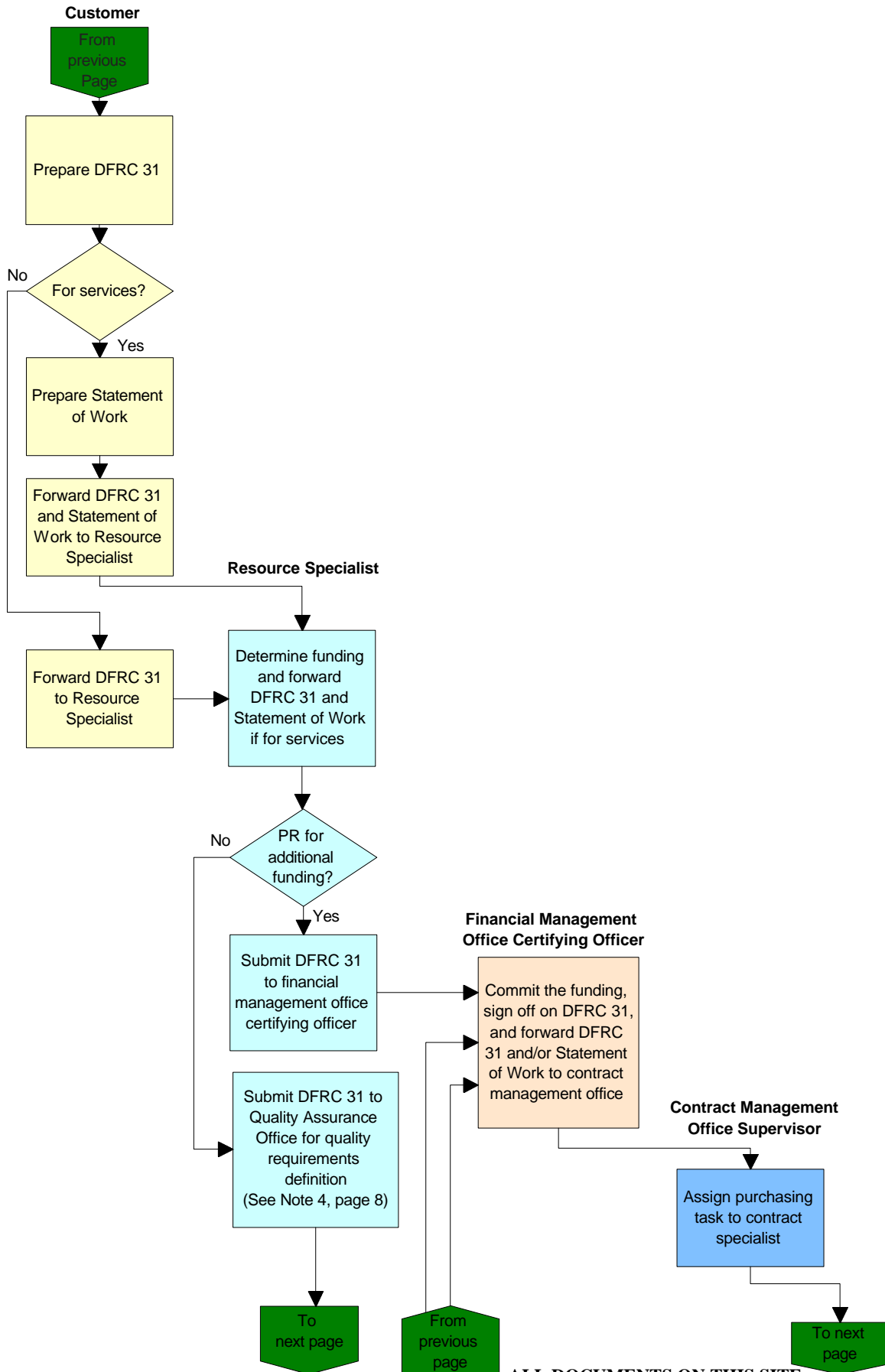


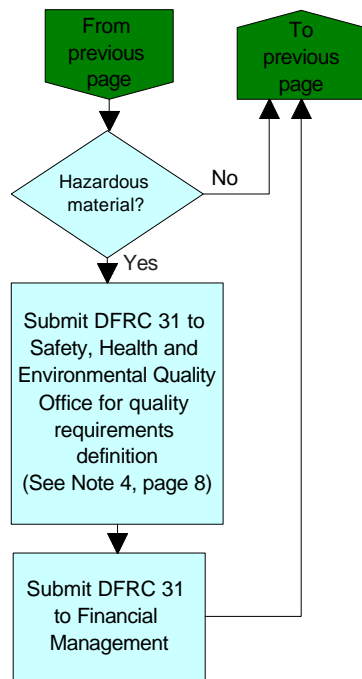
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<http://www.dfrc.nasa.gov/DMS/dms.html>
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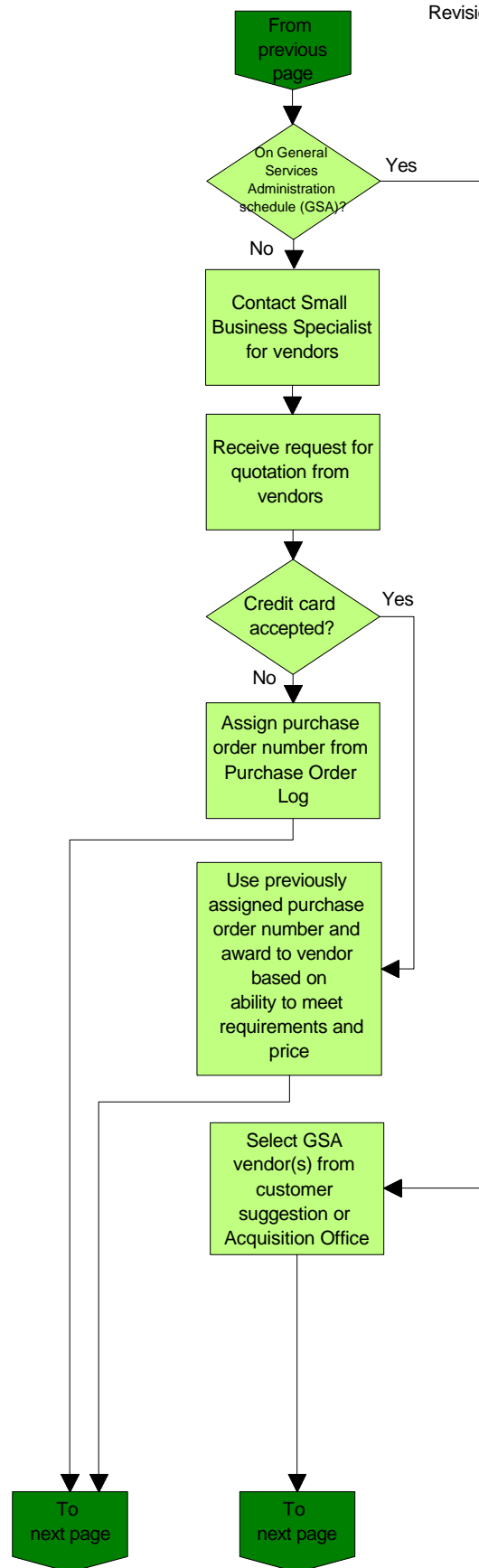


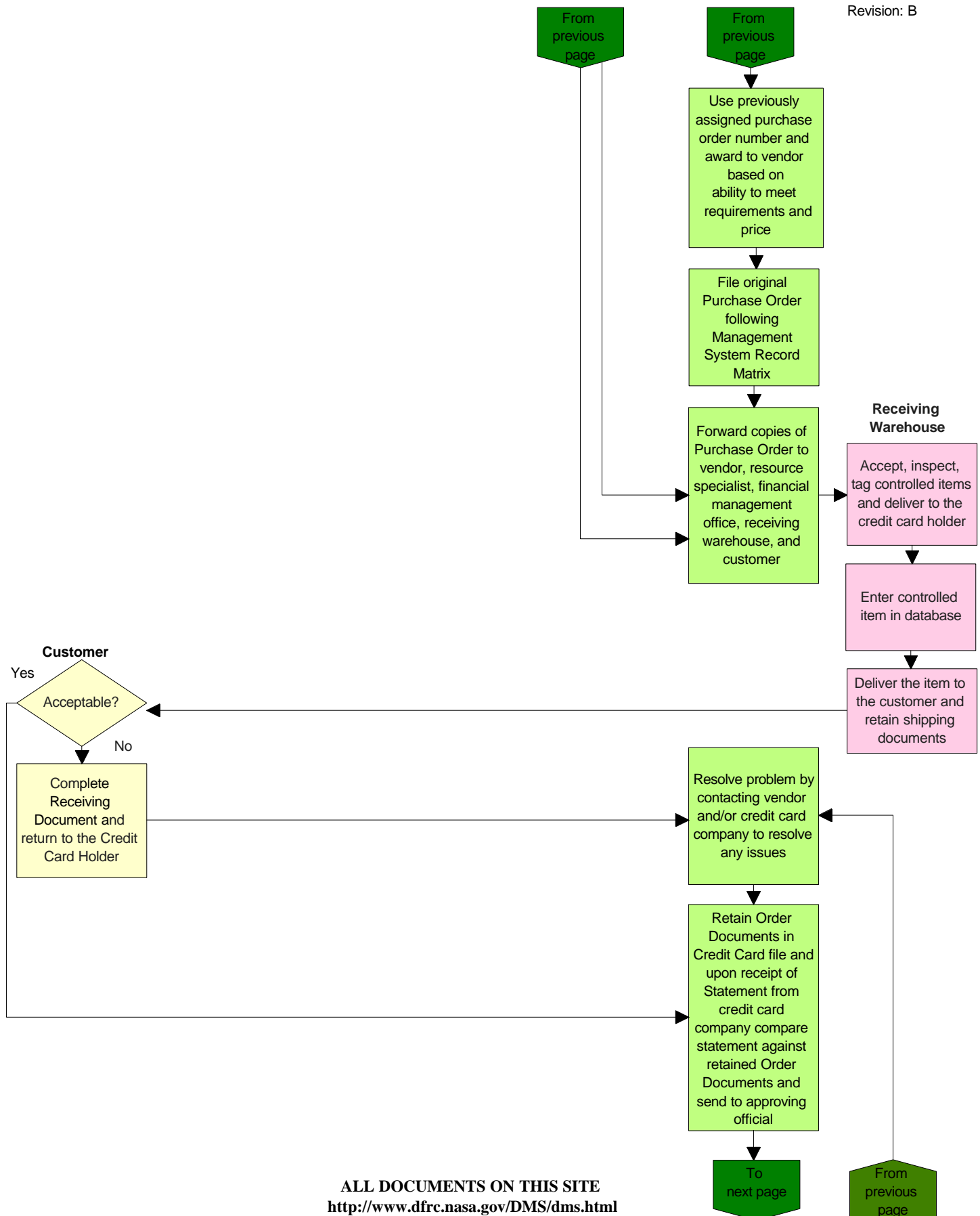


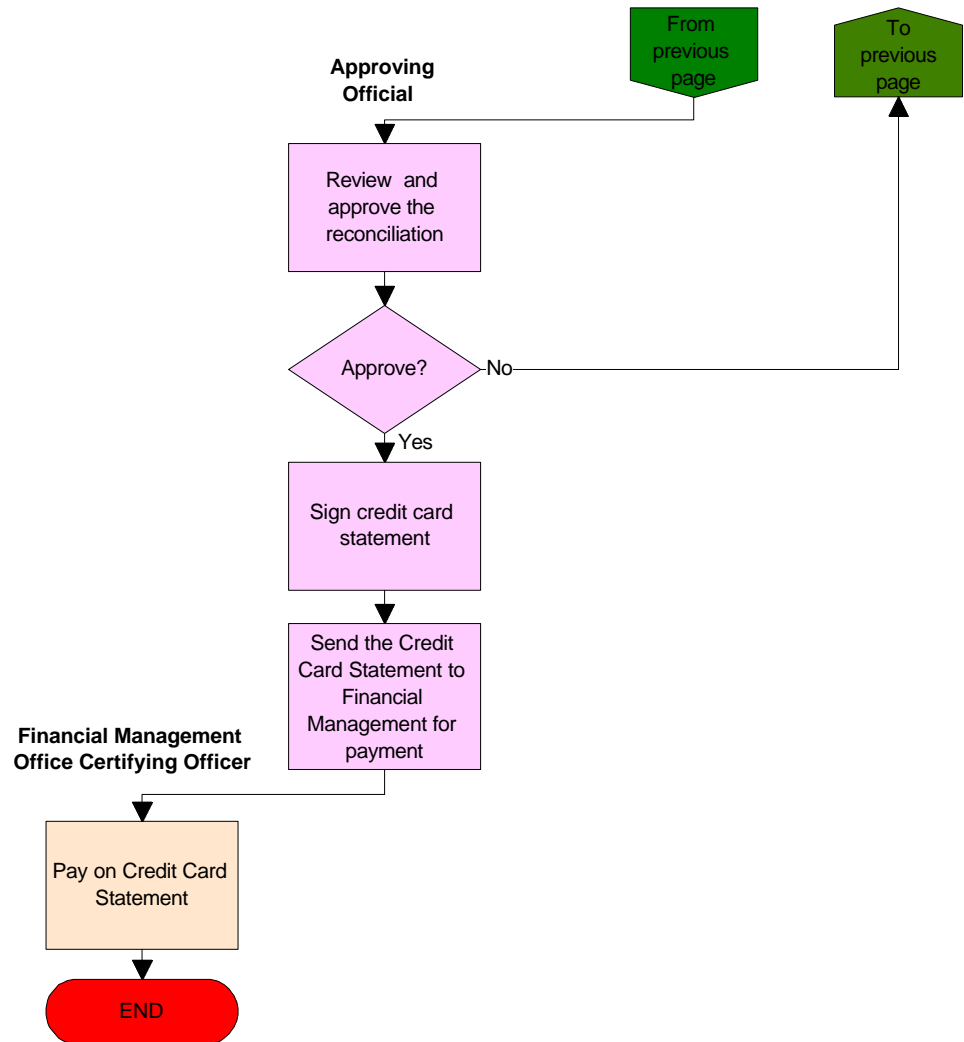


Contract Specialist

DCP-A-007
Revision: B







Note 4

Important

Refer to either Quality Assurance or Safety, Health and Environmental Quality Office for a requirements assessment prior to the item(s) being purchased

Items requiring quality assurance approval

- Equipment repaired by an outside contractor
- Equipment repaired by an in-house contractor
- Chemicals and hazardous materials
- Paints
- Solvents
- Adhesives
- Inks
- Cleaners
- Compressed gases
- Electrolytes
- Film processing materials
- Metal angles
- Metal bars
- Metal beams
- Metal forgings and extrusion
- Metal sheets
- Metal spools
- Wire
- Transmitting equipment
- Explosive devices
- Breathing oxygen gas/liquid
- Crimpers
- Wire strippers
- Test equipment
- Power supplies
- Calibrated tools
- Controllers
- Gauges
- Torque devices
- Flight equipment
- Flight items (aircraft components)
- Flight related electronic hardware
- Hoses
- O-rings
- Seals
- Batteries
- Film
- Screws
- Bolts
- Rivets
- Fasteners
- Composite materials
- LOX compatible parts/cleaning/lubrication

Send the PRs to industrial safety when the following are required:

- Material Safety Data Sheet (MSDS)
- Certification of Serviceability (Q10)
- certificate of analysis
- identification and traceability markings and heat treatment
- continuous wire spools:
- transmitting equipment:
- items being repaired in-house by an outside contractor

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DOCUMENT HISTORY PAGE

This page is for informational purposes and does
not need to be retained with the document.

<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
<u>1/6/99</u>	<u>Baseline</u>		
<u>2/22/99</u>	<u>Rev A</u>	<u>1</u>	<u>Modified signature block from "Approved" to "Electronically Approved by" and deleted duplication in the objectives.</u>
<u>4/16/99</u>	<u>Rev B</u>	<u>All</u>	<u>Page 1: Added Notes, modified "Customer" activities, added first block of "Card Holder", changed "Information Technology Representative" to "Chief Information Officer" and added second block. Page 2 & 3: Modified "Card Holder" activities. Page 6: Changed "Contractor" to "Receiving Warehouse" and modified last block of "Contract Specialist". Page 8: renumbered original Note 1 to Note 4.</u>